

Switching to Docs from Microsoft Word

In Word...	In Docs...
Share your document using Microsoft® SharePoint® or OneDrive®	<p>Share your document from Docs</p> <div><p>“</p><ol style="list-style-type: none">1. From a document, click Share.2. Under People, enter the email address of the person or group you want to share with.3. Click Edit and choose the access level.4. Click Send.</div> <p>For more details, see Get started with Docs.</p> <p>Share your document with Word users</p> <div><p>“</p><ol style="list-style-type: none">1. From a document, click File > Email as attachment.2. Under Attach as, choose the format (Word, PDF, etc.).3. Enter the email address, subject, and message.4. Click Send.</div> <p>For more details, see Work with Microsoft Office files.</p>

In Word...	In Docs...
Collaborate in real-time in Word Online	<p>Collaborate in real-time in Docs</p> <p>When you share a document, depending on their access, collaborators can edit documents, add comments, and assign tasks.</p> <ul style="list-style-type: none">• To track changes, at the top right, click the Down arrow Down arrow. From the menu, set the mode to Suggesting.• To add and assign a comment: <div><p>“</p><ol style="list-style-type: none">1. Select the text you want to comment on.2. Click Add comment Add comment.3. To assign a comment to someone, enter + and the person’s email.4. Enter your comment, then click Comment.</div>

In Word...	In Docs...
<p>Access version history in SharePoint or OneDrive</p>	<p>Access version history in Docs</p> <div data-bbox="895 206 1406 2240"><p>“</p><ol style="list-style-type: none">1. Select File and then Version history and then See version history.2. Click a time stamp to see a previous version of the file.3. (Optional) Do any of the following:<div data-bbox="1115 553 1406 2240"><p>“</p><ul style="list-style-type: none">• To make a previous version of the document available, click the Make available button.<p>”</p></div></div>

In Word...	In Docs...						
Track changes in a document	<div>Make suggestions and comments</div> <div>Make suggestions in a document</div> <table><tr><td>1</td><td>In the top corner, make sure you're in Suggesting mode, which may also appear as Suggest.</td></tr><tr><td>2</td><td>To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).</td></tr><tr><td>3</td><td>The document's owner will receive an email with your suggestions. When they click any suggestion, they can Accept Checkmark or Reject Close it.</td></tr></table> <div>Suggest edits</div> <div>Add and assign comments in a document</div> <div><div>“</div><div><div>1. In <u>Docs</u>, <u>Sheets</u>, or <u>Slides</u>, select the text you'd like to comment on.</div><div>2. Click Add comment Add comment.</div><div>3. Enter your comment in the box.</div><div>4. (Optional) To direct your task or comment to a specific person, enter a plus sign (+) followed by their email address. You can add as many people as you want. Each person will get an email with your comment and a link to the file.</div><div>5. (Optional) To assign the comment to a specific person, check the Assign to box.</div><div>6. Click Comment or Assign.</div></div></div>	1	In the top corner, make sure you're in Suggesting mode, which may also appear as Suggest.	2	To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).	3	The document's owner will receive an email with your suggestions. When they click any suggestion, they can Accept Checkmark or Reject Close it.
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In Word...	In Docs...
Open a Word document	<p>Open a Word document</p> <div data-bbox="893 206 1406 508"> <p>“</p> <ol style="list-style-type: none"> 1. In <u>Drive</u>, double-click a Word file. A preview of your file opens. 2. At the top, click Open with Google Docs. </div> <p>Any changes you make are saved to the original Microsoft Office file.</p> <p>For more details, see Work with Microsoft Office files.</p>
Access a document offline in OneDrive	<p>Access a document offline in Drive</p> <div data-bbox="893 752 1406 1417"> <p>“</p> <ol style="list-style-type: none"> 1. Install the Google Docs Offline extension. 2. In <u>Drive</u>, click Settings and then Settings. 3. In the Offline section, check the Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline box. 4. Click Done. 5. Right-click a file and turn on Available offline. </div> <p>To learn how to access files offline from your desktop or mobile, see Access stored Drive files without the internet.</p>
Save a document automatically in SharePoint or OneDrive or turn on AutoRecover	<p>Save a document automatically in Drive</p> <p>Your document saves automatically in Drive as you work, so you don't need to click Save.</p>
Insert pictures in your document	<p>Add images to your document</p> <p>You can drag and drop images from your computer into your document. Or, click Insert and then Image and choose an image from Google Drive, Google Photos, the web, and more.</p> <p>For more details, see Add and edit images.</p>

In Word...	In Docs...
Add an Excel chart to your document	<div>Add a Sheets chart to your document</div> <div><div>“</div><div><ol style="list-style-type: none">1. In <u>Sheets</u>, select the chart you want to copy.2. At the top right, click More Moreand then Copy chart.3. In <u>Docs</u>, right-click and thenPaste.4. Click Paste.</div><div>”</div></div> <div>For more details, see Insert and edit charts.</div>

Revision #1

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